

U.S. District Court  
for the  
Southern District of Indiana

Electronic Case Filing  
(ECF)

<https://www.insd.uscourts.gov>



User Guide

**(June 2003)**

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# **ELECTRONIC CASE FILING SYSTEM**

## **USER GUIDE**

### **GETTING STARTED**

#### **Introduction**

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat for creating and reading Portable Document Files (PDF).

#### **Help Desk**

Call the ECF Administrator at (317) 229-3718 between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, for telephone assistance in using ECF. If you experience technical difficulties, call the Court's Systems office help desk at (317) 229-3731.

#### **ECF System Capabilities**

Registered users with an ECF-compatible Web browser and access to the World Wide Web can use the District Court's ECF system to perform the following functions.

- Visit the ECF link on the Court's web page to learn more about the ECF system and how to file documents electronically.
- Self-train on ECF using the User Guide, Tutorial, and Training system, which are available on the District Court's ECF Website in the Training Resources section.
- Log into the Court's CM/ECF system to:
  - Electronically file pleadings and documents in actual cases
  - View official docket sheets and other documents associated with cases
  - View various reports for cases that were filed electronically

### **Requirements**

#### **Hardware and Software Requirements**

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh
- An Internet service provider and Web browser. The Court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.6 and 4.7 and Microsoft's Internet Explorer version 5.5.

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**Note:** Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.6; America On-Line's version of Netscape Navigator; and versions of Internet Explorer other than IE 5.5.

- Adobe Acrobat software to convert documents from the format of their native word processing application to portable document format (PDF).
- A scanner to convert paper documents to digital format for electronic transfer to the Court or to enter electronically into ECF. Use a scanner **ONLY** if you **cannot** electronically prepare your documents.

**Note:** When scanning documents for ECF, scan at a resolution of **200 to 240 dpi**. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print.

### **PACER Registration**

ECF users must have a PACER account with the Court in order to use the **Query** and **Report** features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

### **Registering for Access to ECF**

Attorneys who require access to the Electronic Case Filing (ECF) system should telephone the following Court employee to request a registration form, to discuss their system requirements, and to learn of the court's training assistance. A copy of the registration form is included as an attachment to the ECF User's Manual.

#### **Operational Assistance**

**Wendy Carpentier** – CM/ECF Administrator

**(317) 229-3718**

Applicants should return their completed registration form to the District Court Clerk's Office, 46 East Ohio Street, Indianapolis, IN 46204 where it will be processed by the Clerk's office. After processing the properly completed registration form, the Clerk's office will open a user account and contact the attorney with an ECF system login and password.

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## PREPARATION

### Setting Up Adobe Acrobat PDF

Users must install Adobe's Acrobat Reader in order to view documents that have been electronically filed with the Clerk's office. Users will need to install the full version of Adobe's Acrobat software to convert electronic files from their native application format to Portable Document Format (PDF). All new documents prepared for ECF cases must be converted to PDF before transmitting them to the Court electronically through ECF. After installing these products, review and follow Adobe's directions for using Acrobat and Acrobat Reader.

### Portable Document Format (PDF)

Only documents in PDF format may be filed with the Court using its ECF System. Before sending the file to the Court, users should preview the actual PDF document to ensure it is complete and in the proper format.

#### Viewing a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move within the document.
- Click on the ***View*** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

#### Converting Electronic Documents to PDF Format

You must convert all of your documents from their native word processing application to PDF format before submitting them to the Court through its Electronic Case Filing (ECF) system. The conversion process requires Adobe Acrobat or Word Perfect 9 word-processing application with its built-in PDF conversion capabilities.

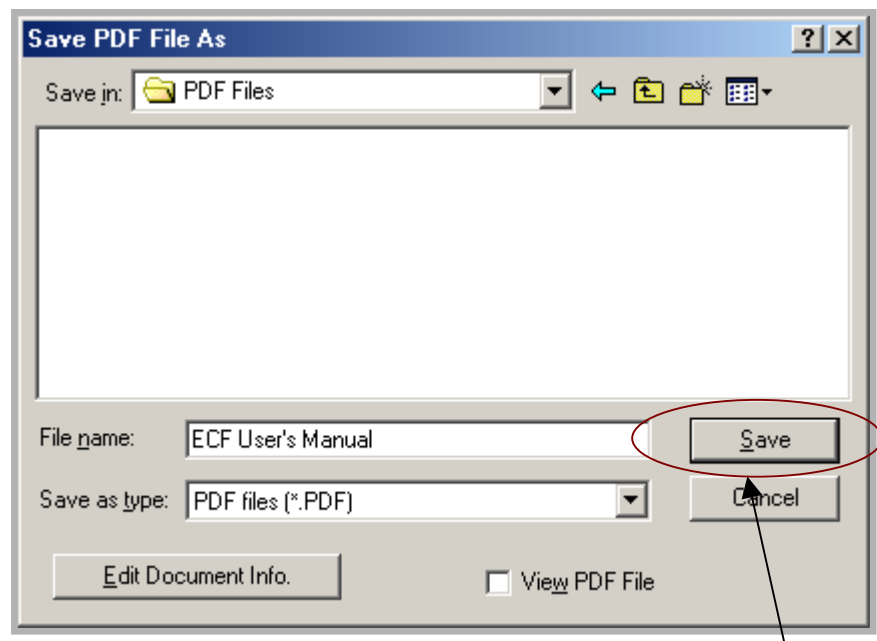
##### From Word Perfect Version 9

- Open the document in WP9.
- From the menu bar, click on **[File]** and from the drop-down menu select **[Publish to PDF]**.
- Save the file as a PDF file, giving it a .pdf extension.
- The file is now in Adobe PDF format under the newly designated name. The original document remains in WP9 format with its original file name.

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**For all other versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office products, and other Adobe Acrobat-supported software applications**

- Install Adobe Acrobat on your computer
- Open the document you wish to convert.
- Select **[Print]** from the menu bar. Within the ***Current Printer*** field of the ***Printer*** window, select the option to change the selected printer. A drop down menu opens and a list of printer choices is displayed.
- ***Select Acrobat Distiller.***
- Click **[OK]** to “print” the file. Instead of the file printing to your printer, the following window opens.



- Name the document, verify the “saved file type” is .pdf , and click the **[Save]** button.
- Your document is now saved as a PDF file and can be uploaded to ECF later in the filing process.

## **BASICS**

### **User Interactions**

Users normally interact with the Electronic Case Filing (ECF) system in three ways.

- Entering information in data fields
- Mouse-clicking on hyperlinks
- Selecting command buttons to direct system activities.

### **Conventions used in this Manual:**

- User data entry is shown enclosed in angle brackets: <data entry>.

- 
- Hyperlinks are displayed in **underlined boldface type**.
  - Command buttons appear in **[bracketed boldface type]**.

## **Incorrectly Filed Documents**

A document incorrectly filed in a case may result from: a) attaching the wrong PDF file when filing electronically; b) selecting the wrong document type from the menu options; or c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone one of the following members of Courthouse Operations for assistance.

**Wendy Carpentier** – ECF Administrator

**(317) 229-3718**

**Won Mi Koh** – ECF Systems Administrator

**(317) 229-3731**

You will need to provide the cause and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to make changes to a misfiled document or incorrect docket entry after a transaction has been accepted.

## **Viewing Transaction Log**

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect that someone is using your login and password without your permission, change your password immediately, then telephone the Clerk's office as soon as possible.

## **User Guide**

You can view or download the most recent version of the ECF User Manual (in PDF format) from the District Court's web page. Enter <http://www.insd.uscourts.gov> in your browser's location field and, when the Court's web page opens, click on the [Electronic Case Filing](#) hyperlink.

**Note:** The ECF User Manual is best viewed using Version 5 of Adobe Acrobat Reader. The electronic version of the User Manual contains bookmarks to help you navigate quickly from one section to another. This bookmarking feature can be viewed only with Acrobat Reader 5.0. Users can download a free copy of Acrobat Reader 5.0 from Adobe's website at <http://www.adobe.com>.



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## ENTERING THE ECF SYSTEM

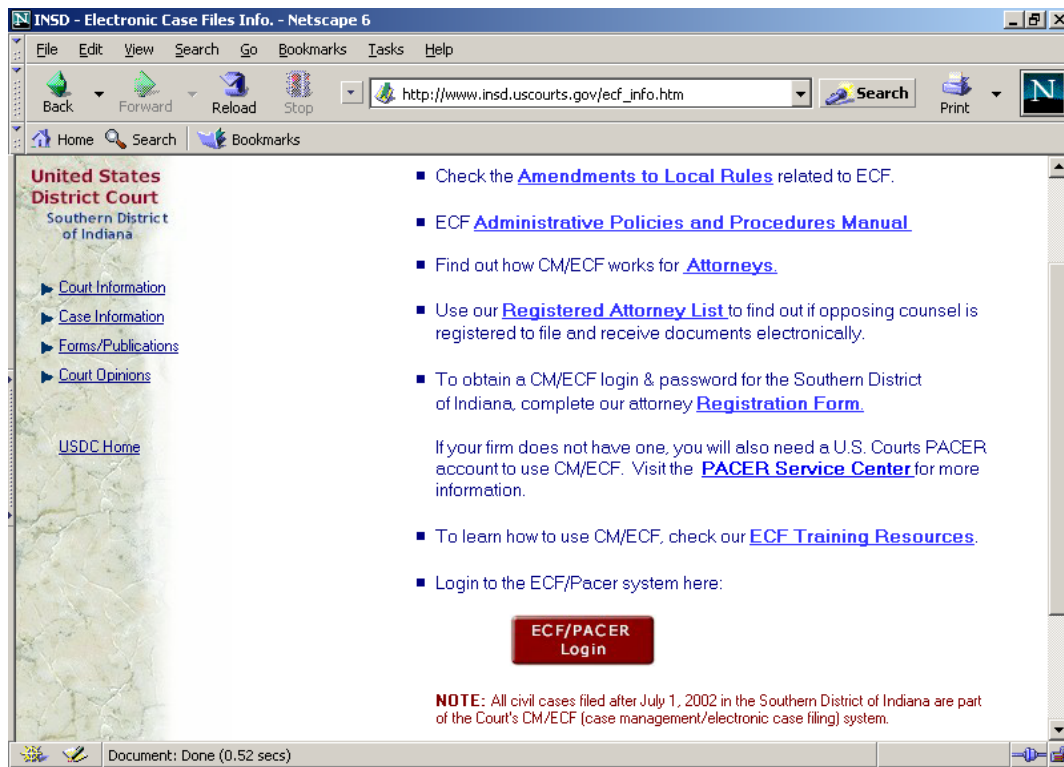
This section of the User's Manual provides instructions for entering the Electronic Case Filing (ECF) system. You may enter the system by going to the Web page for the District Court for the Southern District of Indiana at <http://www.insd.uscourts.gov> and clicking on the [Electronic Case Filing](#) hyperlink. See Figure 1.

**Figure 1**



After clicking on the **CM/ECF** hyperlink, a new screen opens providing the user with several choices for using ECF. See Figure 2. From the screen depicted in Figure 2, select **ECF/Pacer login** to enter the live ECF system. The screen depicted in Figure 2 also contains hyperlinks to the ECF Tutorial, ECF User's Manual, and ECF Training Area.

**Figure 2**



After you have selected **ECF/PACER Login**, the ECF *Welcome* screen appears as depicted in Figure 3.

Alternatively, registered users may enter the ECF system directly by typing the following URL into the location field of their ECF-compatible web browser.

**<https://ecf.insd.uscourts.gov>**

This URL connects you directly to the District Court's ECF screen depicted in Figure 3.

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## Logging In

Figure 3 depicts the login screen.

**Figure 3**

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.*

Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are case sensitive.

**Note:** Use your **ECF** login and password if you are entering the system to *file* a pleading or to *maintain* your account. If you only wish to enter ECF to *query* the database for case information or to *view* a document, enter your **PACER** login and password.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

**Login failed either your login name or key is incorrect.**

- Click on the browser **[Back]** button and re-enter your correct login and password.
- After ECF accepts your login and password, your monitor will display the Main ECF screen with a **Blue** functional selection menu bar at the top. See Figure 5.

**Figure 5**



**Note:** The date and time *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login. If you believe the date and time of your last login are not correct, or you suspect an unauthorized party is using your login and password, telephone the court's Help Desk with this information as soon as possible.

## Selecting ECF Features

ECF provides the following features that are accessible from the **Blue** menu bar at the top of the opening screen.

- Civil** - Select **Civil** to electronically *file* civil case pleadings, motions, and other court documents.
- Query** - **Query** ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You *must* login to **PACER** before you can query ECF.
- Reports** - Choose **Reports** to retrieve calendar events, cases-filed reports, and docket sheets. You *must* login to **PACER** before you can view an ECF report.
- Utilities** - View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout** - Provides the means to gracefully exit from ECF.

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## CIVIL EVENTS FEATURE

Registered filers will use the Civil Events feature of ECF to electronically file with the Court a variety of pleadings, motions, and other documents for civil cases. See the list of ECF document types that are available at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single **Motion** with the Court. The process is consistent regardless of the event.

### General Rules and Manipulations

#### Manipulating the Screens

Each event screen has two buttons associated with data entry:

- Use the **Clear** button to remove **all** characters entered in its associated field or box.
- Use the **Next** button or the **Submit** button to accept entered data and display the next data-entry screen.

#### Correcting a mistake



Use the **[Back]** button on the Netscape toolbar to retrieve the previous screen to correct data entry errors. Only the Clerk's office can make changes or corrections to documents that have already been transmitted to the court.

#### Signatures

Documents bearing original signatures or notarial seals (e.g. affidavits, stipulations, etc.) are to be filed in electronic form. The filing of such a document by an attorney certifies that the original signed (and, if applicable, sealed) document is in the attorney's possession.

### Filing a Civil Complaint

Civil complaints and other initiating documents shall be filed in paper form at the Clerk's Office. Present the Clerk's office with: *a) Civil Cover Sheet (JS-44c) b) copy of the complaint, and c) payment for your \$150.00 filing fee in the form of a check or money order.*

**Note:** The Clerk's Office will open the case in ECF, scan the complaint into PDF format, and docket the initiating documents. You will receive electronic notice for each docket entry if you are registered with an ECF login and password.

#### Filing Documents for Civil Cases

There are eight basic steps for filing a pleading in ECF.

- 1) Select the type of Civil Event to file (i.e. specific motion, answer, notice, etc.)
- 2) Enter the cause number for which the pleading is being filed
- 3) Designate the parties for whom the pleading is being filed.
- 4) Select the PDF document to file
- 5) Add attachments, if any, to the document being filed (i.e. proposed order, exhibit, etc.)
- 6) Modify docket text as necessary
- 7) Submit the pleading to ECF system
- 8) Receive notification of docketing

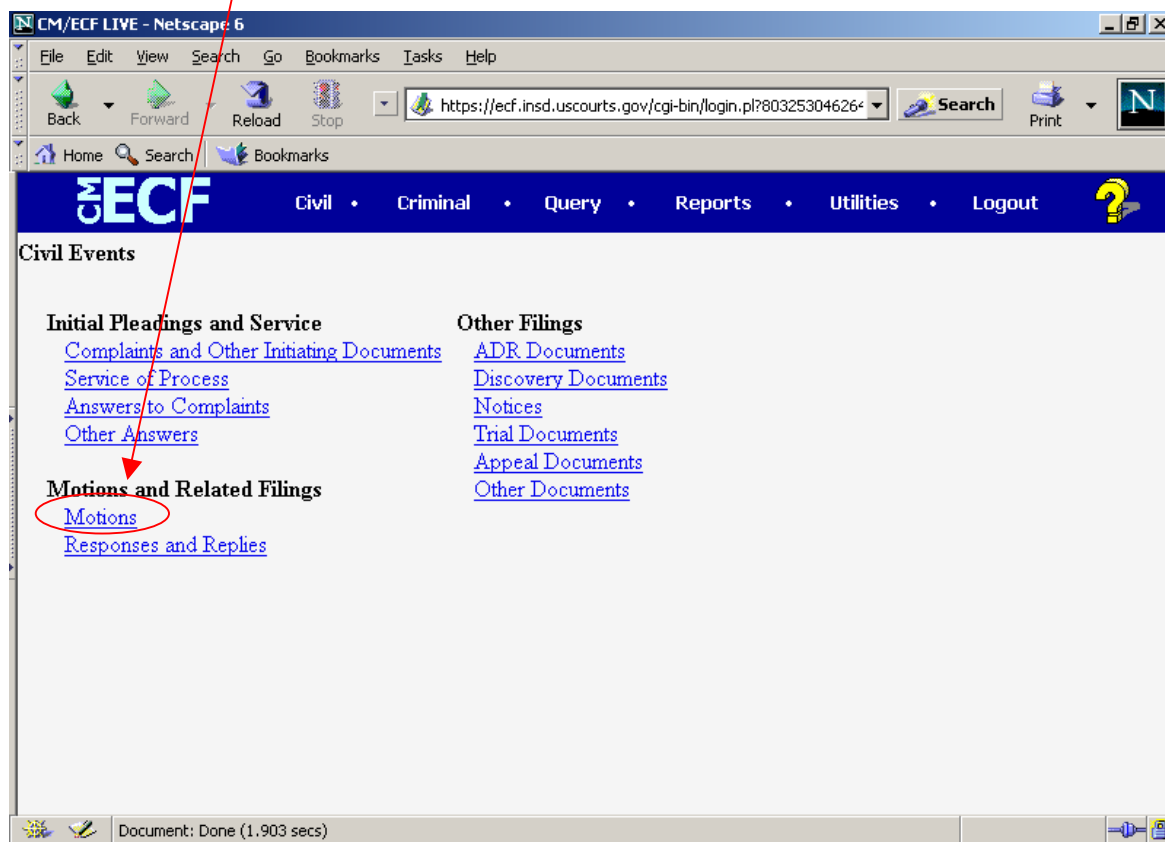
After successfully logging into ECF, follow these steps to file a pleading.



**1. Select the type of Civil Event that is being filed.**

- Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. See Figure 6. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.
- Click on **Motions** under **Motions and Related Filings**

**Figure 6**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 7. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, highlight **Dismiss** and click on the [SUBMIT] button.

**Figure 7**

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a section titled "Motions". On the left, there is a drop-down menu with the following options: Default Judgment, Deposit Funds, Directed Verdict, Disbursement of Funds, Disclosure, Discovery, Dismiss (which is currently selected), and Dismiss/Lack of Jurisdiction. Below the drop-down menu are two buttons: "Next" and "Clear". To the right of the drop-down menu, there is a yellow tip box.

**Tip:** Type the first letter of the title of your pleading. ECF will scroll within the drop-down box to the first pleading title that begins with the letter you typed.

**Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

**2. Locate the Case for Which the Pleading is Being Filed**

A new **Motions** screen (Figure 8) opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on the **[Next]** button.

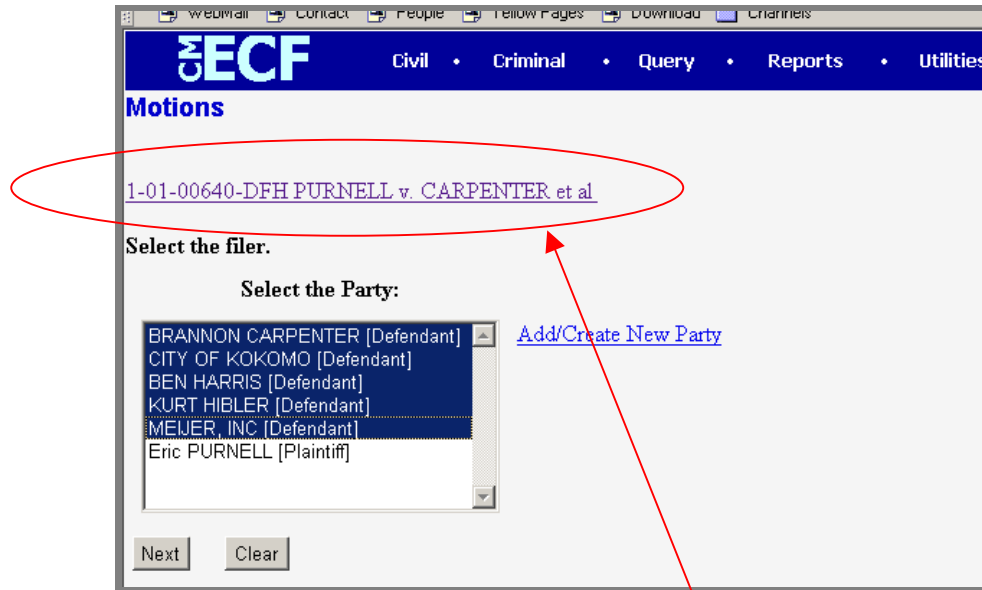
**Figure 8**

The screenshot shows the ECF web interface, similar to Figure 7. Below the "Motions" title, there is a "Case Number" label above a text input field. The input field contains the text "01-640". To the right of the input field, there is a list of example case numbers: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear". Red arrows point from the text in the previous block to the "Case Number" label and the "Next" button.

**Note:** ECF defaults to the last case from which you worked. *Ensure the proper case number is entered in this field to avoid filing your pleading to the wrong case.*

- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the **Motions** screen and re-enter the case number in the correct format.
- Click on the **[SUBMIT]** button.

**Figure 9**



**Note:** The case number and name is a hyperlink to the **Reports** feature of ECF. If you click on the case hyperlink, ECF will retrieve and display its docket sheet.

### 3. Designate the Parties for Whom the Document is Being Filed

ECF opens a new **Motions** screen that displays the number and name of the case you selected and the names of the parties involved in the case. See Figure 9. If ECF has opened the wrong case, click on the Netscape **[Back]** button, check for the proper case number, and resubmit it to ECF.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

**Note:** If the list depicted in Figure 9 does not display the party or parties you represent, contact the Clerk's office with your party's information. Only Court personnel with pre-approved ECF security permissions can add or create new parties to a case. If you click on the **Add/Create New Party** hyperlink in the screen above, ECF returns an error message advising you of this restriction.

After highlighting the parties to the motion, click on the **[Next]** button.

### 4. Specify the PDF Document to File

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted in Figure 10. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.



**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** exist in **PDF** format. Otherwise, ECF will not accept the document.

**Figure 10**

ECF  
Civil • Criminal • Query • Reports • Utilities

**Motions**  
[1-01-00640-DFH PURNELL v. CARPENTER et al](#)

Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**  
 **Browse...**

**Attachments to Document:** ☒ No ☐ Yes

- Click on the **[Browse]** button. ECF opens the screen depicted below.

**File Upload**

Look in: Mkittell on 'Apollo\_vol3\_server\Vol3\Users' (H...  
← → ↻ 📁 📄

Windows NT 5.0 Workstation Profile

History  
Desktop  
My Documents  
My Computer  
My Network P...

File name:    
Files of type: HTML Files

- Change the **Files of type** from:  
to:

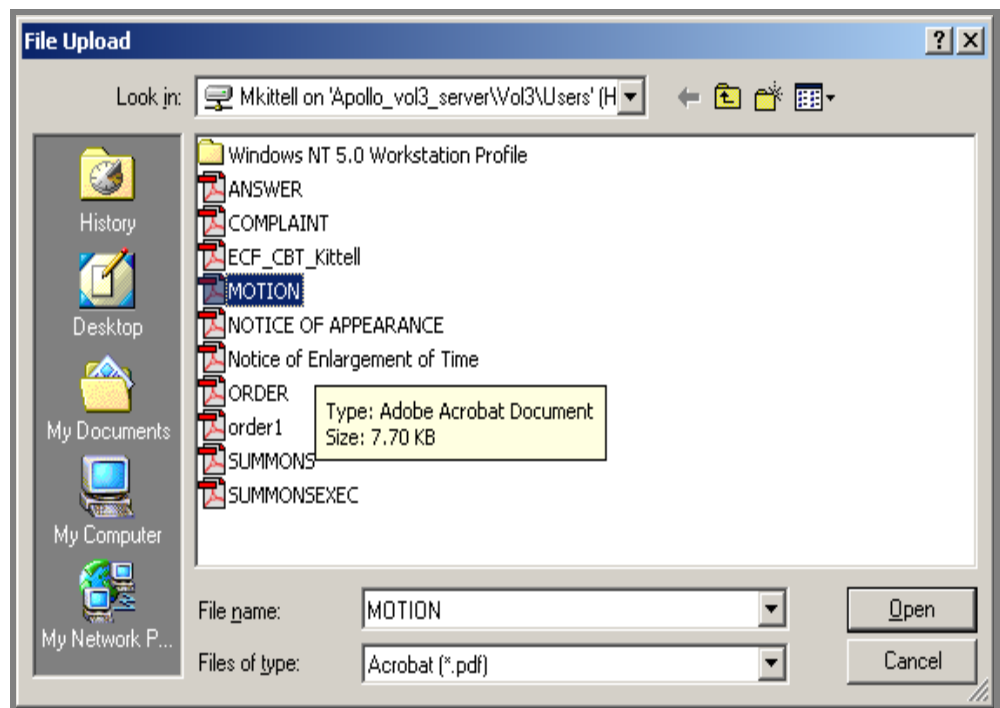
Files of type: HTML Files

Files of type: Acrobat (\*.pdf)

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Click on and highlight the filename to upload to ECF. See Figure 11A on the next page.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

**Figure 10A**



**Note:** Ensure that the highlighted file name appears in the **File name** field as depicted in Figure 10A. The Court suggests you choose a descriptive name for the document file that indicates the case number and title of the pleading.

- Click on the **[Open]** button from the screen depicted in Figure 10A. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen depicted in Figure 10B.

**Figure 10B**

The screenshot shows the ECF web interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities. Below this is the 'Motions' section for case '1-01-00640-DFH PURNELL v. CARPENTER et al'. A text prompt asks the user to 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' input field containing 'H:\MOTION.pdf' and a 'Browse...' button. Below this, the 'Attachments to Document' section has two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'. The 'Next' button is circled in red.

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens as depicted in Figure 13 on page 19. Go to Section 7, “**RefiningDocket Text**”, to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted in Figure 10B. Click on **[SUBMIT]** and proceed to the first step in Section 6, “**Adding Attachments to Documents Being Filed**”.

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

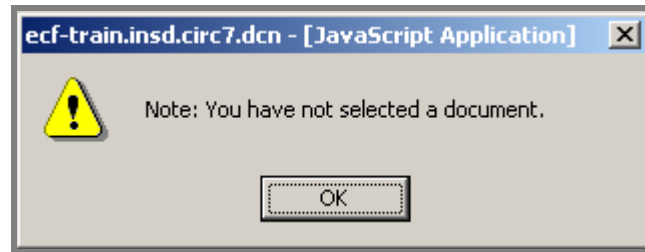
The screenshot shows the ECF web interface with an error message. The navigation bar and case information are the same as in Figure 10B. The error message reads: 'ERROR: Document is not a well-formed PDF document (no further information is available)'. Below the message is a 'Back' button. A red arrow points from the 'Next' button in Figure 10B to this error message.

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen depicted in Figure 10. Select and highlight the PDF file of your pleading and proceed as before.

#### **Failure to Select A Document to File**

If you fail to select a document to file with your pleading, ECF will display the error message depicted in Figure 11.

**Figure 11**



- Use the **[Back]** button on the Netscape toolbar to return to the screen depicted in Figure 10B. Enter the PDF file name for the document you are filing.

At any point during your filing, you may click on the Netscape **[Back]** button to return to the screen in Figure 10. Identify a PDF document and proceed with the filing.

## **5. Adding Attachments to Documents being Filed**

If you indicated the need to attach documents to your motion during the previous step, a new **Motions** screen appears as depicted in Figure 12.

**Figure 12**

The image shows a web browser window displaying the ECF (Electronic Case Filing) interface. The top navigation bar is blue with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the far right. The main content area has a heading 'Select one or more attachments.' followed by three numbered instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) At your option, select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. Below the instructions, there is a 'Filename' label, a text input field, and a 'Browse...' button. Underneath, there are labels for 'Type' and 'Description', each followed by a dropdown menu and a text input field respectively. At the bottom, there is a list box, an 'Add to List' button, a 'Remove from List' button, and a 'Next' button. The status bar at the very bottom shows a document icon and the text 'Document: Done'.

- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for Attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

H:\Attachment.pdf **Browse...**

2) At your option, select a document type and/or enter a description.

Type	Description
Affidavit	Declaration of John Doe

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

**Add to List** **Remove from List**

**Next**

Document: Done

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

The previous screen closes and ECF opens a new **Motions** window as depicted in Figure 13.

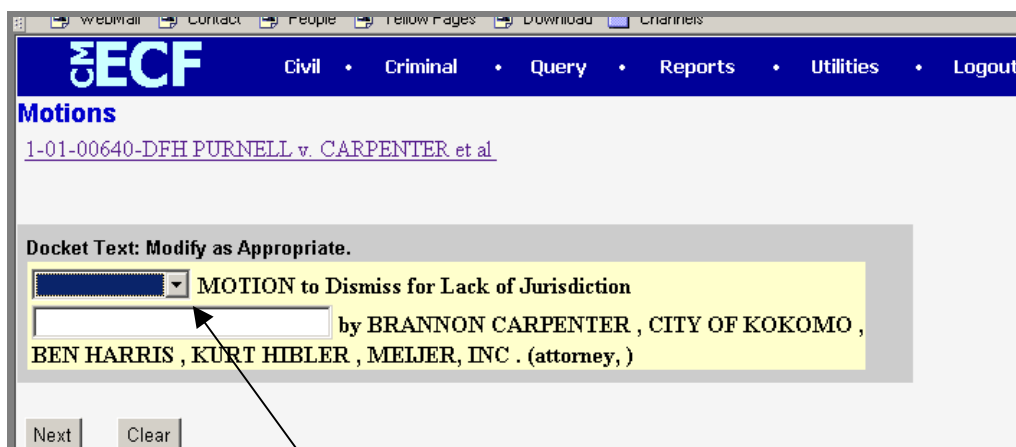
### Filing Attachments and Exhibits That Originate From Paper Documents

The Court requires you to file all ECF documents, including attachments and exhibits, in electronic format. If an attachment or exhibit is in paper format, electronically scan and convert it to a PDF file. Attach the PDF file of your exhibit or attachment to the pleading as described in Step 6. However, *if* the document is more than *500 pages* long, you may submit it in paper format.

To submit the document in paper format, prepare a one-page *PDF* document titled **Notice of Manual Filing**. (A sample format is included as an attachment to the user's manual.) Attach the PDF Notice to your pleading as described in Step 6. Include a notation in the docket text that attachments or exhibits are being held in the Clerk's office in paper format. If you file attachments and exhibits in paper format, you *must provide an original for the Clerk's Office, a copy for the Judge and a copy served on all parties in the case.*

## 6. Refining Docket Text

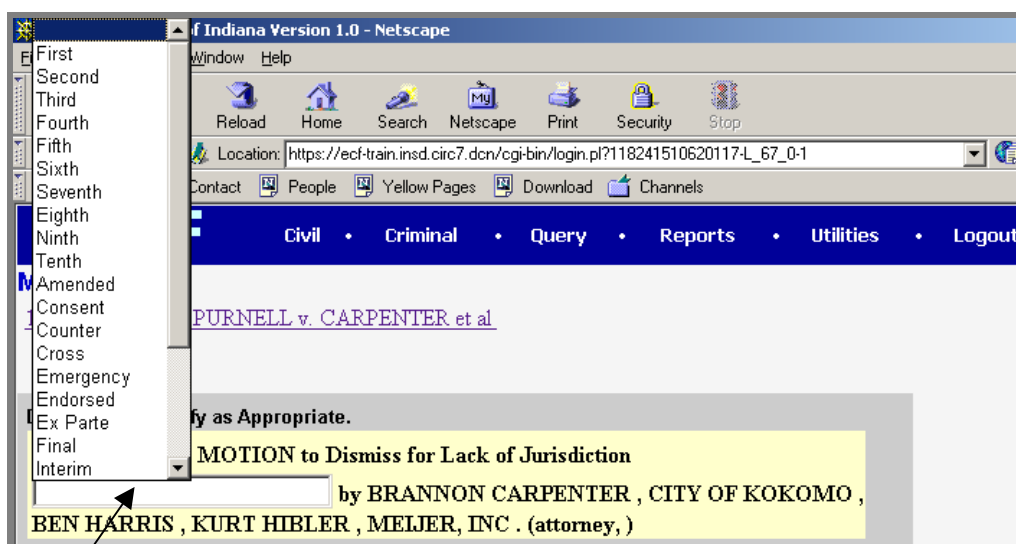
**Figure 13**



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page is titled "Motions" and displays the case name "1-01-00640-DFH PURNELL v. CARPENTER et al". The main section is labeled "Docket Text: Modify as Appropriate." and contains a form. The form has a dropdown menu with a blue button, followed by the text "MOTION to Dismiss for Lack of Jurisdiction". Below this, there is a text input field containing "by BRANNON CARPENTER , CITY OF KOKOMO , BEN HARRIS , KURT HIBLER , MEIJER, INC . (attorney, )". At the bottom of the form, there are "Next" and "Clear" buttons. An arrow points from the text below to the blue button in the form.

Click on the button in Figure 13 to open a modifier drop-down list. Select the correct modifier. See Figure 13A.

**Figure 13A**



This screenshot shows the same ECF interface as Figure 13, but with the modifier dropdown list open. The list contains the following options: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, and Interim. The "MOTION to Dismiss for Lack of Jurisdiction" text is still visible in the form. An arrow points from the text below to the "Interim" option in the dropdown list.

- Click on the field by the party's name and type additional text for the description of the pleading that you wish to appear in the docket report. See Figure 13B on the next page.

**Figure 13B**

ECF Civil • Criminal • Query • Reports • Utilities • Logout

**Motions**

[1-01-00640-DFH PURNELL v. CARPENTER et al](#)

Docket Text: Modify as Appropriate.

First  MOTION to Dismiss for Lack of Jurisdiction  
and failure to state a cl by BRANNON CARPENTER, CITY OF KOKOMO,  
BEN HARRIS, KURT HIBLER, MELJER, INC. (attorney, )

Next Clear

## 7. Submit Filing

- Click on the **[Next]** button. A new **Motions** window appears (Figure 13c) with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the Netscape toolbar to under previous actions and locate the screen you wish to alter.

**Figure 13C**

Webmail Contact People Yellow Pages Download Channels

ECF Civil • Criminal • Query • Reports • Utilities • Logout

**Motions**

[1-01-00640-DFH PURNELL v. CARPENTER et al](#)

Docket Text: Final Text

First MOTION to Dismiss for Lack of Jurisdiction *and failure to state a claim* by  
BRANNON CARPENTER, CITY OF KOKOMO, BEN HARRIS, KURT HIBLER,  
MELJER, INC. (attorney, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have  
no further opportunity to modify this transaction if you continue.

Next Clear

- Click on the **[Next]** button to file and docket the pleading.

## 8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt. See Figure 14.

**Figure 14**



- The screen depicted in Figure 14 provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.



- 
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** confirms your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will email the **Notice of Electronic Filing** to the attorneys and parties to the case who are registered with an ECF login and password. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not setup for electronic notification.

### **Email Notification of Documents That Were Filed**

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to all attorneys of record (and any additional designated recipients) who are registered with an ECF login and password. Individuals who receive electronic notification of the filing are permitted “one free look” at the filed document by clicking on the associated hyperlinked *document number* embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

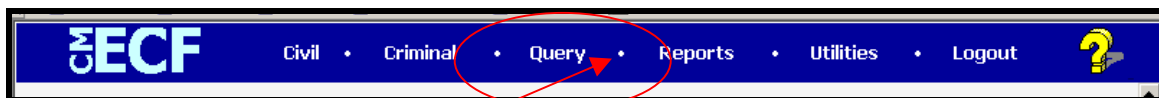
**Note:** It is the responsibility of filers to send paper copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who are not registered with an ECF login and password.

### **Filing Other Types of Documents**

Registered users who wish to file a document other than a motion should make the appropriate selection from the **Civil Events** menu. The process for other filings is very similar to what has been described in this guide for filing a motion.

## QUERY FEATURE

Registered participants may use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

**Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.07 per page to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted in Figure 15. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure 16.

**Figure 15**

A screenshot of the ECF 'Search Clues' query screen. The interface has a blue header with the ECF logo and navigation links. The main area is yellow and contains several search fields. The 'Case Number' field is circled in red, with a red arrow pointing to it from the text above. Below it are fields for 'Filed Date' and 'Last Entry Date', each with a 'to' field. There is a dropdown menu for 'Nature of Suit' with options like '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'. Below that are fields for 'Last Name', 'First Name', and 'Middle Name', along with a 'Type' dropdown. At the bottom are 'Run Query' and 'Clear' buttons. A status bar at the very bottom says 'Document: Done'. A red arrow also points from the text below to the 'Run Query' button.

Also, you may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field in Figure 15. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name. If you click on the name of the party, ECF will open the query screen (Figure 16). If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen .

After querying the database by case number or by name, ECF opens the **Query** window for the specific case you selected.

**Figure 16**



At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen depicted in Figure 17B. The following paragraphs describe several of the available case-specific query options.

### **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case. In addition to the above-mentioned attorney information, an attorney's email address will appear under his/her phone and fax number if he or she is a registered ECF user. Use this link to determine whether an attorney is registered in the ECF system to file electronically and receive electronic notice of filings.

### **Case Summary**

Provides a summary of current case-specific information.

### **Deadlines/Schedule**

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen.

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

## Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted in Figure 17.

**Figure 17**

ECF Civil • Criminal • Query • Reports • Utilities • Logout

**Docket Sheet**

Case Number  
1-01-cv-640

☒ Filed  to   
☐ Entered

Documents  to

☒ Public docket  
☒ Include terminated parties  
☐ Include links to Notice of Electronic Filing  
☒ Include Caption

Sort by: Oldest date first

Run Report Clear

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket Sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted in Figures 17A and B.

**Figure 17A**

ECF Civil • Criminal • Query • Reports • Utilities • Logout

**U.S. District Court  
Southern District of Indiana (Indianapolis)  
CIVIL DOCKET FOR CASE #: 1-01-00640-DFH**

PURNELL v. CARPENTER et al	Date Filed: 05/07/01
Assigned to: Judge David F. Hamilton	Jury Demand: Plaintiff
Referred to: Magistrate Judge John Paul Godich	Nature of Suit: 360
Demand: \$	Jurisdiction: Federal Question
Lead Docket: None	
Related Cases: None	
Case in other court: None	
Cause: 42:1983 Civil Rights Act	

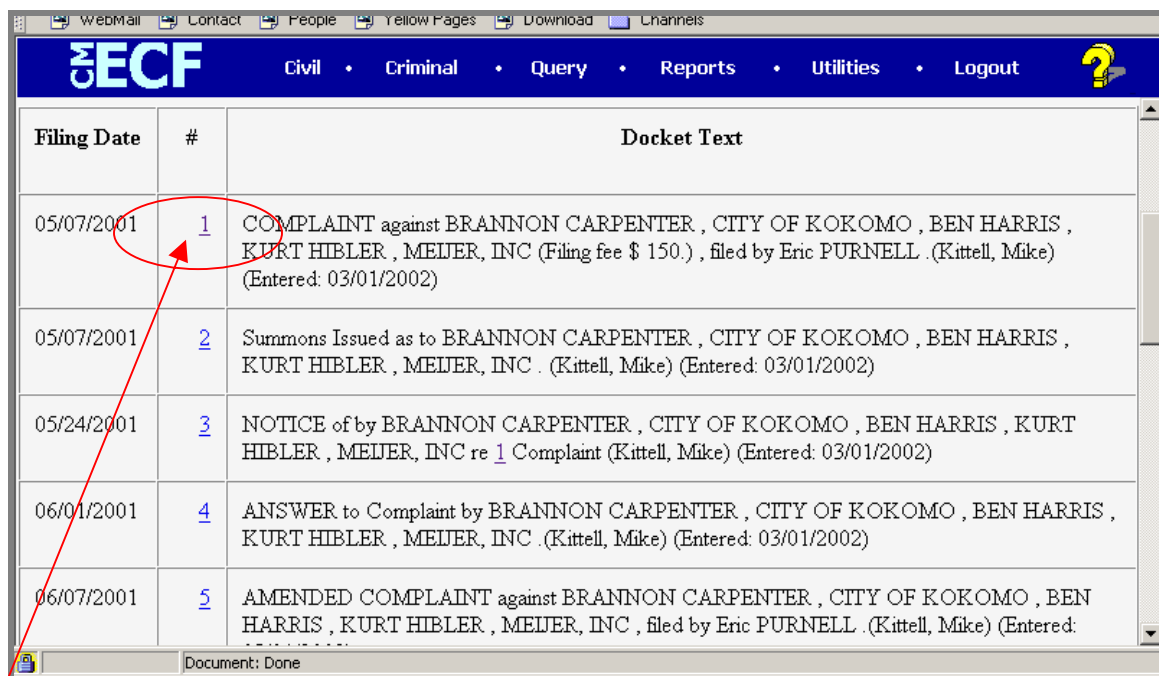
**Plaintiff**  
-----

Eric PURNELL

represented by attorney  
Email: mike\_kittell@insd.uscourts.gov  
Mike Kittell

Document: Done

**Figure 17B**



Filing Date	#	Docket Text
05/07/2001	<a href="#">1</a>	COMPLAINT against BRANNON CARPENTER , CITY OF KOKOMO , BEN HARRIS , KURT HIBLER , MEIJER, INC (Filing fee \$ 150.) , filed by Eric PURNELL .(Kittell, Mike) (Entered: 03/01/2002)
05/07/2001	<a href="#">2</a>	Summons Issued as to BRANNON CARPENTER , CITY OF KOKOMO , BEN HARRIS , KURT HIBLER , MEIJER, INC . (Kittell, Mike) (Entered: 03/01/2002)
05/24/2001	<a href="#">3</a>	NOTICE of by BRANNON CARPENTER , CITY OF KOKOMO , BEN HARRIS , KURT HIBLER , MEIJER, INC re <a href="#">1</a> Complaint (Kittell, Mike) (Entered: 03/01/2002)
06/01/2001	<a href="#">4</a>	ANSWER to Complaint by BRANNON CARPENTER , CITY OF KOKOMO , BEN HARRIS , KURT HIBLER , MEIJER, INC .(Kittell, Mike) (Entered: 03/01/2002)
06/07/2001	<a href="#">5</a>	AMENDED COMPLAINT against BRANNON CARPENTER , CITY OF KOKOMO , BEN HARRIS , KURT HIBLER , MEIJER, INC , filed by Eric PURNELL .(Kittell, Mike) (Entered: 03/01/2002)

The document numbers in the middle column of Figure 17B are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the document.

## History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 18. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

**Figure 18**



**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**History/Documents**

☐ All events (history)  
☐ Only events with documents

☒ Display docket text

Sort by: Most recent date first  
Oldest date first  
Most recent date first

Run Query Clear

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure 18 depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

**Figure 18A**

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
<a href="#">12</a>	Filed & Entered: 03/06/2002	Motion to Dismiss/Lack of Jurisdiction		motion dismlj	45
<i>Docket Text:</i> MOTION to Dismiss for Lack of Jurisdiction by Eric PURNELL . (Kittel, Mike)					
<a href="#">13</a>	Filed & Entered: 03/06/2002	Motion to Dismiss/Lack of Jurisdiction		motion dismlj	52
<i>Docket Text:</i> First MOTION to Dismiss for Lack of Jurisdiction and failure to state a claim by BRANNON CARPENTER, CITY OF KOKOMO, BEN HARRIS, KURT HIBLER, MEIJER, INC. (attorney, )					
<a href="#">14</a>	Filed & Entered: 03/06/2002	Motion to Dismiss/Lack of Jurisdiction		motion	54

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

## Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

## REPORTS FEATURE

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted in Figure 19.

**Figure 19**



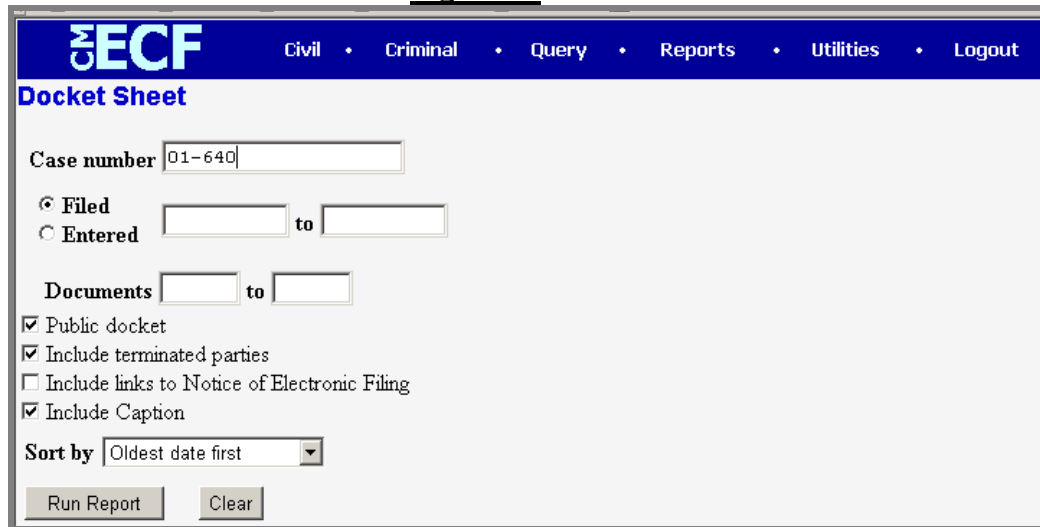
If you select Cases Filed or Docket Sheet from the screen depicted in Figure 16, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

---

## Docket Sheet

Click on the **Docket Sheet** hyperlink in Figure 16 and ECF opens the **PACER** login screen. Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted in Figure 20.

**Figure 20**

The screenshot shows the ECF (Electronic Case Filing) interface for the Docket Sheet query. At the top, there is a blue header bar with the ECF logo on the left and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the header, the title "Docket Sheet" is displayed in blue. The main content area is white and contains several input fields and checkboxes. The "Case number" field is pre-filled with "01-640". Below it, there are two radio buttons: "Filed" (selected) and "Entered". To the right of these are two empty text boxes separated by the word "to". Further down, there is a "Documents" label followed by two empty text boxes separated by "to". Below these are four checkboxes: "Public docket" (checked), "Include terminated parties" (checked), "Include links to Notice of Electronic Filing" (unchecked), and "Include Caption" (checked). At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first". Finally, there are two buttons: "Run Report" and "Clear".

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Page 23, Figure 18). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See Figures 17A and 17B (**Query** feature) for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date fields. ECF also offers various sorting options from the Docket Sheet query screen.

## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, assigned to a particular judge, or both. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted in Figure 21.

**Figure 21**

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Civil Cases Report**

Office: Indianapolis, Terre Haute Case type: Civil, Miscellaneous Nature of suit: 0 (zero), 110 (Insurance)

Judge: Baker, Tim A., Barker, Sarah Evans Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)

Filed: 2/5/2002 to 3/7/2002 Case flags: APPEAL, ARBITRATION

Entered: to Closed: to

Terminal digit(s): 2, 47 ☒ Open cases ☐ Closed cases

Sort by: Case Number

Run Report Clear

Document: Done

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen depicted in Figure 21.

Enter the range of case filing dates for your report and select a presiding judge, if you wish to narrow your search. If you enter a date range and do not select a judge, ECF will display all of the cases filed within your date range for all judges. If you choose a judge and leave the date fields blank, ECF will display all of the cases opened in ECF for the judge that you selected. If you leave all fields blank, ECF will display a report for all cases opened in ECF. Figure 22 depicts part of a report of all cases filed in ECF at the U.S. District Court from 2/5/2000 to 3/7/2002.

**Figure 22**

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Civil Cases Report**

**U.S. District Court -- Southern District of Indiana**

**Filed Report Period: 02/05/2000 - 03/07/2002**

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">1-01-00333-DFH</a> ECORP, INC v. THE HERITAGE GROUP, INC et al	Filed: 03/12/2001		361	Cause: 28:1332 Diversity-Breach of Contract NOS: Contract: Other Office: Indianapolis Presider: David F. Hamilton Referral: John Paul Godich Jury demand: None
<a href="#">1-01-00640-DFH</a> PURNELL v. CARPENTER et al	Filed: 05/07/2001		305	Cause: 42:1983 Civil Rights Act NOS: D.I.: Other

Document: Done

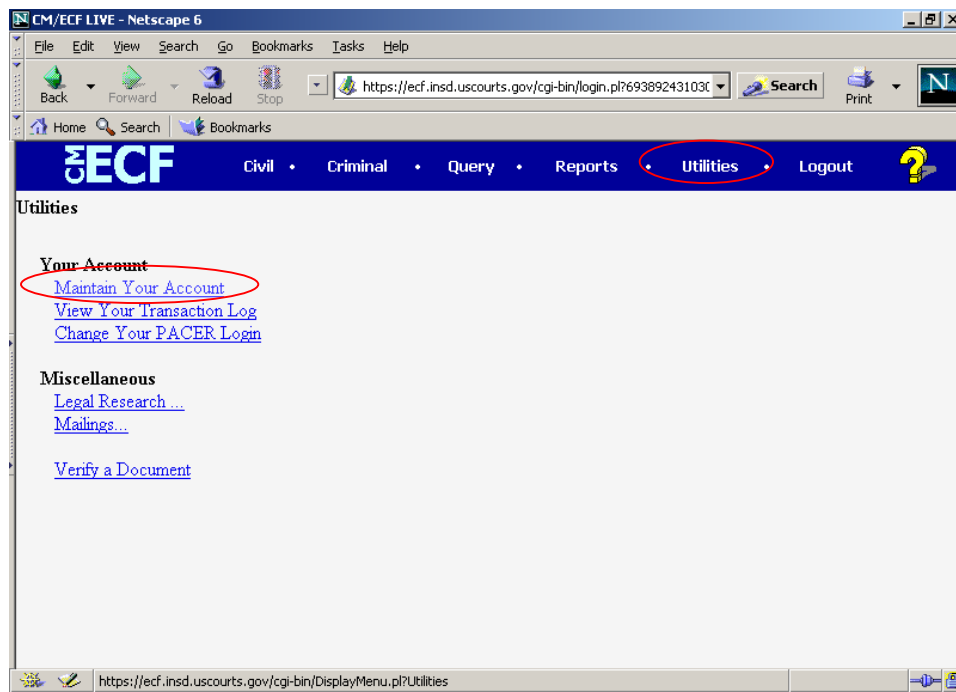


The far-left column of the report in Figure 22 contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

## UTILITIES FEATURE

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions. Figure 23 depicts the opening screen for the ECF Utilities feature.

**Figure 23**



## Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

### Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen. See Figure 24.

**Figure 24**

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Maintain User Account**

Last name  First name

Middle name  Generation

Gender  ATY Type

Title  Type

Office

Address 1

Address 2

Address 3

City  State  Zip

Country  County

Phone  Fax

Initials  DOB  AO code  End date

Civil ref style  Criminal ref style

Email information... More user information...

Submit Clear

Document: Done

This screen displays all of the registration information that is contained within the ECF database for your ECF account with the Court. This includes Bar Identification and Bar status. Clicking on the **[Email information]** button opens a screen as depicted in Figure 25.

**Figure 25**

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**E-mail information for Mike Kittell**

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

ECF will EMail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional email addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted in Figure 25A, enter a checkmark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.
- Enter the email addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten EMail addresses.

**Figure 25A**

- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the [Clear] button to clear the fields on this screen.

After updating your account information, click on the [Return to Account screen] button to return to your **Maintain User Account** screen (Figure 26).

To edit or view login information about your account, select the button labeled **More user information**, from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 26 .

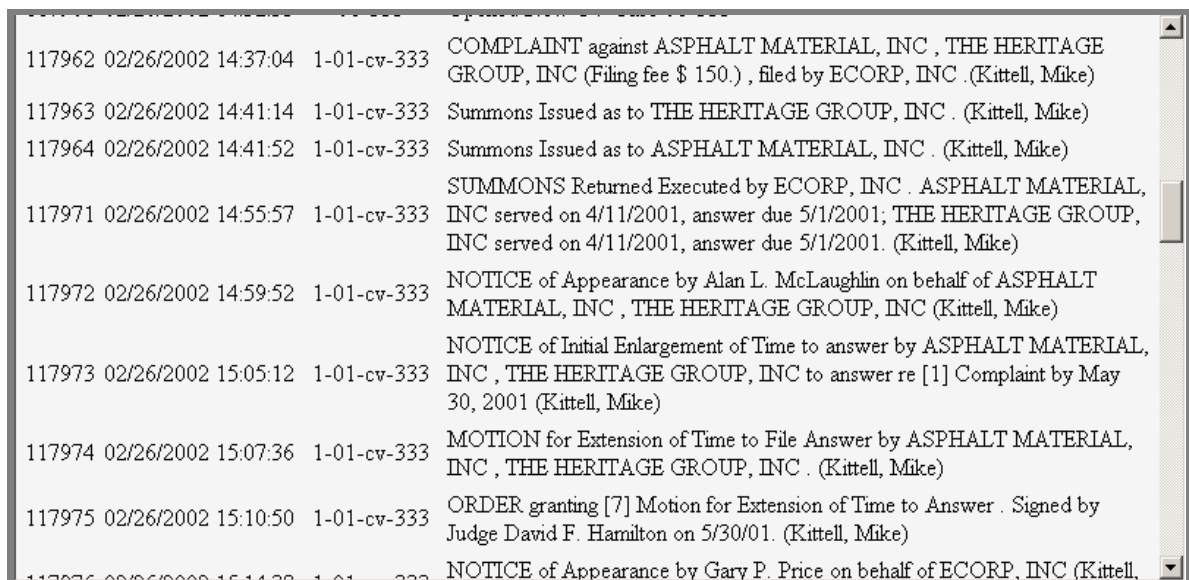
**Figure 26**

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. You must again click on the submit button on the following page for changes to be applied to your account. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

### View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 27 for a sample transaction log report.

**Figure 27**



117962	02/26/2002 14:37:04	1-01-cv-333	COMPLAINT against ASPHALT MATERIAL, INC , THE HERITAGE GROUP, INC (Filing fee \$ 150.) , filed by ECORP, INC . (Kittell, Mike)
117963	02/26/2002 14:41:14	1-01-cv-333	Summons Issued as to THE HERITAGE GROUP, INC . (Kittell, Mike)
117964	02/26/2002 14:41:52	1-01-cv-333	Summons Issued as to ASPHALT MATERIAL, INC . (Kittell, Mike)
117971	02/26/2002 14:55:57	1-01-cv-333	SUMMONS Returned Executed by ECORP, INC . ASPHALT MATERIAL, INC served on 4/11/2001, answer due 5/1/2001; THE HERITAGE GROUP, INC served on 4/11/2001, answer due 5/1/2001. (Kittell, Mike)
117972	02/26/2002 14:59:52	1-01-cv-333	NOTICE of Appearance by Alan L. McLaughlin on behalf of ASPHALT MATERIAL, INC , THE HERITAGE GROUP, INC (Kittell, Mike)
117973	02/26/2002 15:05:12	1-01-cv-333	NOTICE of Initial Enlargement of Time to answer by ASPHALT MATERIAL, INC , THE HERITAGE GROUP, INC to answer re [1] Complaint by May 30, 2001 (Kittell, Mike)
117974	02/26/2002 15:07:36	1-01-cv-333	MOTION for Extension of Time to File Answer by ASPHALT MATERIAL, INC , THE HERITAGE GROUP, INC . (Kittell, Mike)
117975	02/26/2002 15:10:50	1-01-cv-333	ORDER granting [7] Motion for Extension of Time to Answer . Signed by Judge David F. Hamilton on 5/30/01. (Kittell, Mike)
117976	02/26/2002 15:14:22	1-01-cv-333	NOTICE of Appearance by Gary P. Price on behalf of ECORP, INC (Kittell, Mike)

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

---

## Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

## LOGOUT

After you have completed all of your transactions for a particular session in ECF, you should exit the system.



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted in Figure 4 of this manual.

## ADDITIONAL INFORMATION REGARDING ECF

### Sealed Documents

Continue to file sealed documents at the District Court Clerk's office in accordance with the existing practices and procedures for self-filing.

### How to File if ECF is Out of Service

If ECF is out of service or unavailable, email the court at [insd\\_helpdesk@insd.uscourts.gov](mailto:insd_helpdesk@insd.uscourts.gov). You may also file your pleading in person at the District Court Clerk's office with a floppy disc containing a PDF file of your document.

### Answers to Complaints

If an Answer to a Complaint is filed in ECF before the Notification of Service of the Complaint has been entered, ECF may reject the electronic filing of the Notification of Service. If this occurs, call the ECF Administrator at (317) 229-3718 and ask for assistance.

---

# ATTACHMENTS

- ATTORNEY DOCUMENTS LIST
- ELECTRONIC CASE FILING ORDER
- ECF PARTICIPANT REGISTRATION FORM
- NOTICE OF MANUAL FILING
- DECLARATION OF TECHNICAL DIFFICULTIES

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# ATTORNEY'S DOCUMENTS FOR CIVIL EVENTS

## Initial Pleadings and Service

### [Complaints and Other Initiating Documents](#)

Amended Complaint  
Application for Stay of Execution  
Application for Writ of Garnishment  
Bankruptcy Appeal  
Transfer In - District Transfer  
Transfer In - Divisional Transfer  
Complaint  
Complaint (SSA)  
Counterclaim  
Crossclaim  
Intervenor Complaint  
Motion to Vacate/Set Aside/Correct Sentence (2255)  
Notice of Removal  
Petition for Habeas Corpus  
Petition to Enforce IRS Summons  
Registration of Foreign Judgment  
Third Party Complaint

### [Service of Process](#)

Affidavit of Service  
Certificate of Service  
Request for Waiver of Service  
Return of Personal Service  
Return of Service  
Return of Service by CMRRR  
Return of USM Service  
Service by Publication  
Summons Returned Executed as to USA  
Summons Returned Unexecuted  
Waiver of Service Executed  
Waiver of Service Unexecuted

### [Answers to Complaints](#)

linked to events entered under complaints and other initiating docs

### [Other Answers](#)

Affidavit in Opposition  
Affidavit in Support  
Amended Answer to Complaint  
Answer  
Answer to Writ of Garnishment  
Objection to Report and Recommendations

## Motions and Related Filings

### [Motions](#)

Amend/Correct  
Appeal In Forma Pauperis  
Appear pro hac vice  
Appoint Counsel  
Appoint Receiver  
Attorney Fees  
Bifurcate  
Bill of Costs  
Certificate of Appealability  
Certify Class  
Change Venue  
Compel  
Consolidate Cases  
Continuance  
Declaratory Judgment  
Default Judgment  
Deposit Funds  
Discovery  
Dismiss  
Dismiss/Lack of Jurisdiction  
Dismiss/Lack of Prosecution  
Disqualify Counsel  
Emergency Hearing  
Enforce Judgment  
Entry of Default  
Extension of Time to File  
File Excess Pages  
Forfeiture of Property  
In Limine  
Intervene  
Joinder  
Judgment Debtor Exam  
Judgment as a Matter of Law  
Judgment of Forfeiture  
Judgment on the Pleadings  
Leave to Appeal  
Leave to File  
Modify  
More Definite Statement  
Motion  
New Trial (Trial De Novo)  
Order of Sale  
Partial Summary Judgment  
Permanent Injunction  
Preliminary Injunction  
Pretrial Conference  
Proceed In Forma Pauperis  
Proceedings Supplemental  
Produce

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### [Motions \(cont\)](#)

Protective Order  
Quash  
Reconsideration  
Release of Bond Obligation  
Release of Funds  
Remand  
Return of Property  
Sanctions  
Seal Case  
Seal Document  
Service by Publication  
Set Aside  
Set Aside Default  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Verdict  
Sever  
Stay  
Strike  
Substitute Party  
Summary Judgment  
Take Deposition  
Taxation of Costs  
Temporary Restraining Order  
Transfer Case  
Unseal Case  
Unseal Document  
Vacate  
Withdraw  
Withdrawal Reference  
Withdrawal as Attorney  
Writ  
Writ of Garnishment  
Writ of Habeas Corpus ad prosequendum  
Writ of Habeas Corpus ad testificandum  
Writ of Mandamus

### [Responses and Replies](#)

Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Brief/Memorandum in Support of Motion  
Designation of Evidence  
Reply in Support of Motion  
Response in Opposition to Motion  
Response to Motion (Unopposed)  
Statement of Material Facts  
Surreply

### **Other Filings**

#### [ADR Documents](#)

Consent to Arbitration  
Consent to Mediation  
Objection to Report of Arbitrator/Mediator  
Request for Trial De Novo

### [Discovery Documents](#)

Answer to Interrogatories  
Deposition  
Discovery  
Notice to Take Deposition  
Request for Admissions  
Request for Production of Documents  
Response to Discovery Request

### [Notices](#)

Certificate of Counsel  
Notice (Other)  
Notice of Acceptance of Offer of Judgment  
Notice of Appearance  
Notice of Application of Writ  
Notice of Change  
Notice of Filing  
Notice of Filing of Removal  
Notice of Parties First Extension of Time  
Notice of Service of Initial Disclosures  
Notice of Taking Deposition  
Notice of Voluntary Dismissal  
Notice of Withdrawal of Appearance

### [Trial Documents](#)

Contentions  
Exhibit List  
Proposed Findings of Fact  
Proposed Jury Instructions  
Proposed Voir Dire  
Trial Brief  
Witness List

### [Appeal Documents](#)

Appeal Transcript Request  
Appeal of Magistrate Judge Decision to District Court  
Appellants Brief  
Appellants Reply Brief  
Appellees Brief  
Designation of Record on Appeal  
Docketing Statement  
Notice of Appeal  
Notice of Cross Appeal  
Notice of Interlocutory Appeal  
Subsequent Notice of Appeal

### [Other Documents](#)

Abstract of Judgment  
Affidavit  
Amended Document (NOT MOTION)  
Amicus Curiae Appearance  
Appendix  
Application  
Application for Writ  
Bill of Costs  
Case Management Plan Tendered by  
Civil Cover Sheet  
Consent  
Consent to Jurisdiction of US Magistrate Judge  
Corporate Disclosure Statement



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[Other Documents](#)

Declaration  
Financial Affidavit - CJA 23  
Findings of Facts and Conclusions of Law (proposed)  
Instruction  
Interpleader  
Jury Demand  
Objections to Answer to Writ  
Pretrial Memorandum  
Proposed Pretrial Order  
Redacted Document  
Return to Order to Show Cause  
Satisfaction of Judgment  
Special Damages  
Statement  
Status Report  
Stipulation  
Stipulation of Dismissal  
Submission  
Submission of Signature Requirement

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UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF INDIANA

**ELECTRONIC CASE FILING  
ORDER**

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This case has been designated for the Court's Electronic Case Filing (ECF) Program and this order will be docketed in that case.

ORDERED: that counsel shall:

- **Register** to become an e-filer by filling out the e-filer registration form and returning it to the Court. (If counsel has already registered in another case, please do not register again.)
- Electronically **File** all subsequent papers in this case.
- Set up a **PACER** account (Public Access to Court Electronic Records), in order to view dockets and documents. If your office already has a PACER account, please use that account. It is not necessary to have a CM/ECF account to view documents. Call 800-676-6856 or visit [www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov) for additional information.
- **Check** the docket by entering the Court's CM/ECF Internet site ([www.insd.uscourts.gov](http://www.insd.uscourts.gov)), clicking on the **Electronic Case Filing** hyperlink, and logging in with your **PACER** login and password. Counsel is accountable for updates to the case.
- **Schedule training** within three weeks after the date of the initial filing. Contact Wendy Carpentier at (317) 229-3718, to schedule training. Filing instructions and an interactive tutorial can be found by entering the Court's Internet site ([www.insd.uscourts.gov](http://www.insd.uscourts.gov)) and clicking on the hyperlink to **Electronic Case Filing**.

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United States District Judge

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UNITED STATES DISTRICT COURT  
FOR THE  
SOUTHERN DISTRICT OF INDIANA

**ELECTRONIC CASE FILING  
Attorney Registration Form**

This form shall be used to register for an account on the Court's Electronic Case Filing (ECF) system. Registered attorneys will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Filing system. The following information is required for registration:

First/Middle/Last Name \_\_\_\_\_

Attorney Bar ID # \_\_\_\_\_ State \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

\_\_\_\_\_

Voice Phone Number \_\_\_\_\_

FAX Phone Number \_\_\_\_\_

Internet E-Mail Address \_\_\_\_\_

Basis under which attorney is permitted to practice law in the U.S.D.C. for Southern Indiana (check one):

☐ Admitted in INSD      ☐ Pro Hac Vice      ☐ Government Attorney

If Pro Hac Vice or Gov't Attorney, indicate the cause number for which admission has been granted:

Cause Number \_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) via the Court's electronic filing system.

1. This system is for use only in cases permitted by the ***U.S. District Court for the Southern District of Indiana***. It may be used to file and view electronic documents, docket sheets, and notices. Please contact Wendy Carpentier at (317) 229-3718, to schedule training.

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2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's ECF login and password issued by the court, serves in part as the attorney's signature, per Local Rule 5.11. Therefore, an attorney must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the court. The Court will immediately delete that password from the electronic filing system and issue a new password.
  3. An attorney's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney has not entered an appearance. An attorney's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile or authorized e-mail.
  4. Attorneys must be active members of the bar of this Court to file pleadings electronically.

Please return this form  
with original signature to:

U.S. District Court, Southern District of Indiana  
Attn: CM/ECF Administrator  
46 East Ohio Street  
Indianapolis, IN 46204

\*\*\*Photocopies and faxes WILL NOT be accepted.

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Attorney's Signature

NOTE: The information below will be used to generate a unique Login for use in accessing the ECF system. Please provide a four-digit number that is easy to remember, such as the last 4 digits of your Social Security Number.

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First Initial of First Name	Full Last Name	4 Digit Number
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## SAMPLE FORMAT

### *UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF INDIANA*

_____	)	
	)	
Plaintiff(s),	)	
	)	
vs.	)	Case No. _____
	)	
_____	)	
	)	
Defendant(s).	)	

### Notice of Manual Filing

Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document or thing: [Title of Document or Thing]

This document has not been filed electronically because [the document or thing cannot be converted to an electronic format/ the electronic file size of the document exceeds 1.5 megabytes/ the document or thing is filed under seal pursuant to LR 5.3/[Plaintiff/Defendant] is excused from filing this document or thing by Court Order.]

The document or thing has been manually served on all parties.

Date: \_\_\_\_\_

s/ [Name of Password Registrant]

Name of Password Registrant

Law Firm Name

Address

City, State, Zip Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx

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## SAMPLE FORMAT

### *UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF INDIANA*

_____	)	
	)	
Plaintiff(s),	)	
	)	
vs.	)	Case No. _____
	)	
_____	)	
	)	
Defendant(s).	)	

#### Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file the attached [Title of Document] in a timely manner due to technical difficulties. The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_

s/ [Name of Password Registrant]

Name of Password Registrant

Law Firm Name

Address

City, State, Zip Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx